AGENCY INFORMATION

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RECORD SERIES: JFK
AGENCY FILE NUMBER: PROJFILES-CORRESPONDENCE

DOCUMENT INFORMATION

AGENCY ORIGINATOR: CIA
FROM: R. M. HUFFSTUTLER
TO: DD'S, CHIEF, DCI PERSONNEL
TITLE: MEMO: REQUEST FOR ASSISTANCE/DECLASSIFICATION OF JFK ASSASSINATION RECORDS
DATE: 05/17/1993
PAGES: 4

SUBJECTS: JFK ASSASSINATION
PART-TIME WORK

DOCUMENT TYPE: PAPER
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[R] - ITEM IS RESTRICTED 104-10331-10034
<table>
<thead>
<tr>
<th>TO: (Officer designation, room number, and building)</th>
<th>DATE</th>
<th>OFFICIAL'S INITIALS</th>
<th>COMMENTS</th>
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<td>1. D/CSI 433 Ames Bldg.</td>
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<td>3. Executive Registry 6E2914 OHB</td>
<td>14 MAY 1993</td>
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<td>1 to 5: You are already familiar with our plan to use overtime to beef up the JFK workforce. Yesterday we received the software needed to produce the identification aids. Now we need the people. 5. For your signature.</td>
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<td>5. Executive Director 7D59 OHB</td>
<td>17 MAY 1993</td>
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<td>7. C/Historical Review Group 404 Ames Bldg.</td>
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MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chief, DCI/Putonnel

FROM: Executive Director

SUBJECT: Request for Assistance/Declassification of JFK Assassination Records

1. This memorandum requests that addressees identify staff employees for overtime, after-hours work on Agency records related to President John F. Kennedy's assassination. The overtime will be paid by the Center for the Study of Intelligence. The request stems from a requirement in the JFK Assassination Records Act that all relevant government documents be reviewed for declassification and transferred to the National Archives by 22 August 1993.

2. The specific task for which assistance is needed is indexing of data into an automated system and ultimately producing computer-generated forms called "identification aids." This involves keying in information onto a pre-set form that appears on a personal computer screen. (Experience in indexing or as a document analyst is necessary.) The Act cited above requires that each document transferred to the National Archives have attached to it such an aid. The same information that is developed in the aids will be produced on diskettes that will be forwarded to the National Archives for use in compiling an electronic index.

3. We estimate that it will require up to 20 people working 10 hours of overtime per week, probably beginning in early June, to meet our deadline. The work will be done in the office of the Historical Review Group, in Ames Building. The preferred hours would be Monday-Friday, 1630-1830, or 1700-1900, and there may be work on Saturday as well.
SUBJECT: Request for Assistance/Declassification of JFK Assassination Records

4. Applicants should contact the Historical Review Group, Center for the Study of Intelligence, Room 404 Ames, ext. 30335 or 30146 (secure).

R. M. Huffstutler

R. M. Huffstutler

Attachment: CSI-0048, dtd 2 Apr 93
SUBJECT: Request for Assistance/Declassification of JFK Assassination Records

DCI/CSI/HRG/JFPereira:hfs x30335 (12 May 93)

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